

Office of Executive Inspector General  
Supervising Investigator  
Position Description

**NOTE: Position Description has been clarified.**

Posting Date: March 22, 2012  
Posting Close Date: Open until position is filled  
Salary Range: \$3,750.00 to \$6,667.00 Monthly

Under the general management direction of the Deputy Inspector General and Chief of Investigations, and in conjunction with a co-supervising Deputy Inspector General, manages the investigative personnel and investigations conducted under the auspices of the Office of Executive Inspector General (OEIG). The Supervising Investigator (SI) is responsible for ensuring that subordinates conduct high-quality investigations and produce well-written and accurate reports. The SI spends a majority of time on report review, editing, and advising subordinates on organization and incorporation of relevant information. The SI is responsible for leading, motivating, organizing, directing, guiding, mentoring and coaching all members of the investigative team to drive optimal productivity, quality, consistency, timeliness, accuracy and appropriate prioritization of assignments. Both supervisors are jointly responsible for the development of investigative strategies, and the implementation of policies and procedures.

1. Assigns cases to team members, helps to develop a sound investigative plan and sets priorities as required. Conducts regular team and individual meetings with staff to provide open communications of agency directives, objectives, and expectations.
2. Supervises investigative team to assess strategy and ensure proper application of the OEIG Investigation Policy and Procedures Manual, the State Officials and Employees Ethics Act, other state and federal laws, and rules for all investigations. Manages the team to drive optimal productivity, quality, consistency, timeliness, accuracy and prioritization of assignments.
3. Reviews and provides input on operational and metric reports, including but not limited to, overage reports and investigative status reports, and logs regarding pending caseloads.
4. Ensures efficiency and effectiveness of investigations, conducting and/or assisting subordinate staff with the interviews of subjects, targets, witnesses or other individuals.
5. Reviews investigations to ensure that the investigation has been conducted in a thorough and complete manner; requests additional legal research, information, documentation or investigatory work based upon their determination of a need for collection of further relevant evidence.
6. Directs, guides and administers activities of Assistant Inspectors General, Investigators, Paralegals, and Administrative staff.
7. Evaluates the progress and ensures development of subordinate staff through training, guidance and mentoring. Ensures administration of all training initiatives and personnel policy matters including but not limited to performance evaluations and time and attendance records.
8. Reviews and corrects reports documenting investigative activities; reviews and provides input on summary reports in order to ensure that they are complete, accurate, and comport with governing law and OEIG procedures.

9. In consultation with the co-supervising Deputy Inspector General, prepares performance evaluations of subordinates. In consultation with the Director of Human Resources, establishes and implements corrective action plans and imposes discipline as necessary.
10. Directs and guides subordinates in resolution of investigative issues that arise during investigations.
11. Manages and oversees the use of all vehicles and other equipment used by the investigative team.
12. May serve as backup for senior management as required.
13. May travel in the course of work including overnight travel.
14. Coordinates joint investigations and operations with law enforcement and/or state agencies as needed.
15. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**REPORTS TO:** Deputy Inspector General and Chief, Chicago Investigative Division

**SUBORDINATE POSITIONS:** Assistant Inspectors General (attorneys), Investigators, Paralegals, Administrative Assistants

**REQUIREMENTS:** Demonstrated knowledge, skill and mental development equivalent to four (4) years of college, preferably with coursework in law, criminal justice, government or public or business administration plus a minimum of five (5) years of professional investigative experience in a public or private organization. A minimum of four (4) years of prior progressive supervisory experience is desirable. Extensive technical knowledge of investigative techniques, practices and concepts with additional focus on the areas of malfeasance and conflicts of interest. Advanced analytical and problem solving skills. Demonstrated ability to exercise independent judgment and make sound decisions effectively. Excellent verbal and written communication and presentation skills with the ability to interact professionally with others. Strong ability to deal with ambiguous situations and issues. Strong organizational skills and the ability to manage multiple projects. Demonstrated working knowledge of Microsoft Office Word, Internet and other applications. An advanced degree in a field related to investigations or law enforcement is desirable. Valid driver's license.

**POSITION INFORMATION AND LOCATION:** This an exempt position with the OEIG a non-code state agency. The position is located in our Chicago office at 32 W. Randolph.

#### **HOW TO APPLY:**

Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601. Contact: Wendy Washington, Director of Human Resources – 312.814.1789.

**The OEIG is an Equal Opportunity Employee**